



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)
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JOB DESCRIPTION

September 2026

Job Title	HS Teaching and Learning Coordinator
Divisional Team	HS Leadership
Department/School	High School
Reports to	Director of Learning
Hire type	Faculty

ABOUT ISKL

Vision: Know yourself, care for all, and create a better world.

Mission: We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has been a center of excellence in international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,700 students aged 3-18, representing over 60 nationalities, at its campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum which combines leading North American educational frameworks with global best practice. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's purpose to prepare our students for life itself.

ISKL is the longest-running IB World School in Malaysia and has been authorized by the International Baccalaureate Organization to provide the prestigious International Baccalaureate Diploma Programme (IBDP) since 1989.

ISKL is also the only school in Malaysia to offer this range of high-quality, transdisciplinary pathways in High School that enable every learner to choose the curriculum best suited to their abilities, interests, and aspirations. Options available include PRAXIS (for Grade 9 students), Pursuits Program, the full IBDP, or a student-selected combination of individual IB, Advanced Placement, and High School Diploma courses. This flexibility creates global further education opportunities, with ISKL's students receiving acceptances from leading universities worldwide.

ISKL is accredited internationally through the Council of International Schools (CIS) and in the United States through the Western Association of Schools and Colleges (WASC). Across its divisions, ISKL strongly focuses on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

JOB PURPOSE

The Teaching and Learning Coordinator role at ISKL leads, coordinates, and supports the development and implementation of effective teaching and learning practices for the High School (HS) level. The purpose is to ensure that ISKL students receive the high-quality education that is aligned with the ISKL Principles, IB and AP standards, HS specialized pathways, and to support teachers in achieving this

important goal through professional development and coaching, which results in the ability to facilitate student engagement, motivation, and subsequently leading to academic success.

RESPONSIBILITIES inclusive but not limited to:

Leadership

- Serve as a member of the ISKL Prep – 12 Teaching & Learning Team focused on growing student learning in partnership with the ES & MS Teaching and Learning Coordinators and school-wide Director of Learning.
- Collaborate on development and implementation of the Strategic Priorities
- Ensure that all teaching and learning practices are aligned with the school's mission, vision and values
- Collaborate with ISKL leadership team to develop and implement effective teaching and learning strategies
- Provide leadership as a member of HS Admin teams and on ISKL Leadership Committees
- Assist the Director of Learning with the fulfillment of CIS/WASC/IB accreditation expectations
- Facilitate ISKL Essentials sessions for new and returning faculty to ensure the instructional vision and onboarding of all T&L practices
- Provide leadership for the development of a coherent and aligned internal professional development program as well as supporting external PL requests for HS based on needs identified through survey and assessment results in collaboration with the IB DP Coordinator and HS Leadership teams
- Lead implementation of the HS goals in Professional Learning sessions for High School during Faculty meetings, Full Faculty Inservice Days, Book Clubs, external partners and any other facilitation responsibilities thereof
- Facilitate effective follow-up by HS faculty who have attended workshop and conference sessions
- Assist the High School Principals with major curricular initiatives
- Engage in Professional Learning for continuous growth in pedagogy, understanding of current trends, future readiness, researched best practices and innovations in T&L
- Collaborate with the Director of Learning, taking on tasks and special projects as assigned, including specific goals related to strategic priorities (innovation, inclusion, wellbeing, & community partnerships)

Curriculum, Instruction & Assessment

- Working with teachers in developing and refining curriculum, assessments, and instructional materials aligned with UbD, UDL and MTSS, the ISKL Principles, IB and AP standards
- Knowledge and maintenance of T&L documentation on Atlas, ManageBac, PowerSchool and other typically used school platforms in collaboration with CALs and departments
- Coordinate with the ES & MS Teaching and Learning Coordinators to enhance vertical articulation
- Coordinate with ES & MS Teaching and Learning Coordinators to coordinate MAP testing and/or other standardized testing, such as supporting IB examinations within the division or schoolwide.
- Facilitate ongoing professional development and coaching to teachers on effective teaching strategies, assessment practices, and student-centered learning (i.e Learning Walks, Instructional Rounds, Data in a Day, etc)
- Provide leadership of and collaboration with Curriculum Area Leaders
- Monitor and analyze student achievement data to inform instructional decision-making and support teachers and staff in addressing student learning needs
- Support community engagement and communicate regularly with parents and other stakeholders about teaching and learning initiatives and student progress
- Stay current on developments in education, including innovative HS programs, IB and AP programs, and participate in ongoing professional development to enhance your knowledge and skills
- Provide leadership in developing and improving assessment and evaluation of student assessment programs at ISKL
- Support the alignment of a school-wide assessment system for monitoring student achievement, including common, classroom and standardized assessments, including but not limited to external assessment administration and coordination
- Support the use and understanding of formative and summative assessment
- Develop an evidence-informed culture and assist faculty to utilize data to guide instruction
- Perform other related duties as assigned by the school administration

General & Collaboration Skills

- Fully understand and support the school's mission and values
- Understand how their role contributes to a PR-12 school context
- Demonstrate expertise as skilled collaborators and facilitators of adult learning
- Provide evidence of passion for capacity building of others
- Have strong organizational skills and are able to manage their own time
- Are highly reflective practitioners
- Communicate in a sensitive, appropriate and clear manner
- Can carry an initiative from start to successful implementation
- Use research and data to develop best practices
- Use both innovation and technology to facilitate learning
- Support the work and goals of the Director of Learning and be an active school-wide T&L Team member
- Provide leadership as a member of the HS Admin team and on ISKL Leadership Councils as requested
- Coordinate with the ES and MS Teaching and Learning Coordinator to enhance vertical articulation and instructional coherence
- Liaise with HS Principals, Curriculum Area Leaders, and Program Coordinators
- Serve as senior administrator and admin designee when Principal and Assistant Principals are off campus or as needed
- Complete any duties deemed necessary by the Director of Learning or HS Principal

Personal attributes

- Emulate and excel in ISKL's culture by demonstrating empathy and care, commitment to collective efficacy beliefs in nurturing positive impacts on students' achievements and having high expectations of self is an absolute necessity
- Have the ability to interact well with all within the ISKL community, able to navigate and be respectful in multinational settings
- Maintain a caring yet professional relationship with the students through respecting each student as an individual
- Be a self-starter, independent, problem-solver, flexible, hardworking and have the ability to be creative and be an absolute team player
- Be able to think creatively, communicate effectively, reason critically, collaborate constructively and learn enthusiastically.
- Demonstrated ability to develop community and generate trust while working with others
- Are excellent listeners
- Seek and value critical feedback

Qualifications and experience preferred

- 6+ years of successful teaching experience (AP / IB schools preferred)
- Master's degree preferred
- Certification as Subject Area Specialist
- Proven successful record of leadership and/or instructional coaching preferred
- High-level knowledge of research-based best practices in instructional leadership
- Experience in a similar position within a standards-based learning system
- Understanding of Response to Intervention (RTI) and Universal Design for Learning (UDL)
- Experience in Adaptive Schools and/or Cognitive Coaching framework
- Ability to support others in both innovation and the use of technology to facilitate learning

Important notes:

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating and preserving ISKL Values by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role. It does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.

PROCEDURES

Application

Please apply on our [website](#) through the online application process.

For a teaching position, to begin your application process, please ensure that you are registered with either Search Associates, Schrole (Tes), and/or GRC (Global Recruitment Collaborative), then complete our online application form on our [website](#).

Interview

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

(Closing date to receive applications: October 16, 2026)

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline. Interested candidates are therefore advised to apply as early as possible.